

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Animal Shelter Technician

Revision Date: 08/2019

EEO Category: Protective Services

Status: Non-exempt

Control No: 30401

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Animal Services Director or designee, is responsible for maintaining the animal shelter, equipment and overall general welfare of all animals in the shelter. Enforce the Animal Control ordinances of Sandy City.

III. Essential Duties:

- Maintain the animal shelter and grounds as required by law and Sandy City Policy.
- Clean shelter kennels, cages, floors, walls, animal dishes and equipment following the appropriate method of cleaning and disinfecting.
- Use, maintain, repair or recommend repairs on the building, kennels, cages and equipment at the animal shelter to ensure the safety of the animals and public and other employees. Recommend upgrades or changes to a supervisor.
- Water and feed all of the animals at the shelter in the appropriate manner.
- Keep and update the kennel cards of all animals entering the shelter, moving from cage to cage and leaving the shelter.
- Maintain the grounds using equipment and vehicles properly to mow the lawns and remove snow from all walkways.
- Euthanize animals as needed in an appropriate manner using approved methods.
- Properly use a control stick and leash to muzzle animals.
- Answer phone and operate a computer terminal using word processing software to prepare reports.
- Process license applications and renewals.
- Maintain animal records / files.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30-day period, and keeping cumulative outages to less than \$200 in a 3-month period.
- Administer vaccinations, medications, and perform microchipping of pets as directed.
- Perform other duties as assigned.

IV. Marginal Duties:

- Perform rabies control investigation and sample collection.
- Testify in court as a representative for Sandy City Animal Services.

V. Qualifications:

**Education:** Requires high school diploma or GED equivalent.

**Experience:** One year of related experience preferred.

**Certifications/Licenses:** Valid Utah Driver's License. Obtain Euthanasia Certification within one year of hire.

**Probationary Period:** A one year probationary period is prerequisite to this position.

**Knowledge of:** Must have or be able to obtain a knowledge of animal control ordinances and department procedures; civil search and seizure; privacy, security and Freedom of Information rights; federal, local and state animal control regulations; animal care, handling and first aid; drugs and gasses used to euthanize, medicate and sedate animals; public relations; cash receipts; and computer entry.

**Responsibility:** Responsible for public health and welfare in the animal shelter as related to people and animals; responsible for animal health and welfare; responsibility for the care, condition and use of department materials, equipment and money.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; maintain a professional and unbiased demeanor when dealing with hostile and upset citizens; must be able to write reports and citations; must communicate effectively both orally and in writing; type a minimum of 30 words per minute.

**Tool, Machine, Equipment Operation:** Requires frequent use of office equipment; including a computer and telephone system, fax machine, copier, incinerator and syringe-delivered euthanasia solutions.

**Analytical Ability:** Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; ability to work independently; manage human and animal behavior in crisis situations; possess the ability to understand and follow verbal and written instructions.

VI. Working Conditions:

*Physical Demands:* Duties of job require minor physical exertion including running, climbing, kneeling, stooping, kneeling and balancing; constant seeing and hearing. Employee typically handles office equipment, objects or controls and other types of equipment; frequently communicates with others. Employee will sit or stand for long periods of time and may require moderate lifting (up to 50 pounds) and move/drag up to 145 pounds. Constant attendance is required.

*Work Environment:* Mental pressure and fatigue exist during a normal workday due to exposure to disagreeable smells and noises, tasks that can be dangerous and/or unpleasant, and conflict resolution; may require weekends and holidays; requires frequent contact with the public; job is performed inside 75% of the time with some exposure to the elements and subject to heat, cold and wet/humid conditions; exposure to death of animals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_